

## Assessment Details

**ID** 413

**Name** Employee Survey EqIA

**Organization** Care Inspectorate

**Description**

**Approver** Jacqui Duncan

**Respondent** Rachael.Lorimer@careinspectorate.gov.scot (External),Hannah Lindsay

**Template** Equality Impact Assessment Form v0\_17

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**Creator** Hannah Lindsay

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**Approval Stage**

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**Very High Risks** 0

**High Risks** 0

**Medium Risks** 0

**Low Risks** 0

**Total Risks** 0

**Residual Risk Level** None

**Residual Risk Score** 0.0

**Result** Approved

**Result Comments**

**Under Review** (Jacqui Duncan - Not Reviewed) ; (Hannah Lindsay - Approved) ;

**Primary Record Id** 317

**Primary Record Name** Employee Surveys

**Template Version** 1

**Project Version** 1

**Open Risk Count** 0

**Open Info Request** 0

**Tags**

**Submission Progress (%)** 96

## Assessment Questions

### 1 General information

#### 1.1 Your Equality Impact assessment relates to the following processing activity

**Response**

Employee Surveys | Organisational and Workforce Development

**Justification**

None

#### 1.2 Policy, process or initiative

**Response**

Change to an existing policy

**Justification**

None

#### 1.3 Details of policy, process or initiative

**Response**

The Employee Survey is done in collaboration with supplier BMG. It gathers staff views to understand opinions within the organisation. BMG will use the answers to evaluate, and will provide feedback, which will support future organisational activities.

#### 1.4 Information Asset Owner

**Response**

Employee Surveys | Organisational and Workforce Development

**Response**

Head of Organisational and Workforce Development

**Justification**

None

#### 1.5 Business Process Owner

**Response**

Employee Surveys | Organisational and Workforce Development

**Response**

Rachael.Lorimer@careinspectorate.gov.scot

**Justification**

None

### 2 Further details

#### 2.1 Please select the criteria which best relates to your policy, process or initiative

**Response**

People management, HR practice or OWD project

**Justification**

None

#### 2.2 Who will it affect?

## Response

People who use care services

Care service providers

Employees

Volunteers

## Justification

None

### 2.3 What is the aim?

#### Response

The 2022 Employee Survey aims to provide staff within the Care Inspectorate, the opportunity to express their views. The survey will support in measuring the levels of engagement from our staff whilst identifying positive aspects of the organisations and areas for improvement.

### 2.4 Why is the change required?

#### Response

The Care Inspectorate routinely review the opinions of employees and the previous employee survey was conducted in 2019. Since the 2019 employee survey, the organisation has been impacted by Covid-19 and has subsequently made changes to standard working routines. The survey will allow staff to express their views of their organisational experience.

The survey will be delivered against a backdrop of the pandemic which has created a range of complex personal and professional challenges for our staff, as well as the social care sector and society as a whole. The impact of this experience is still emerging and may be felt for many years to come. In the short term, the emotional impact of working under pressure, as a consequence of the pandemic, maybe reflected in reported morale, engagement and wellbeing for our staff.

### 2.5 What outcomes do you want to achieve?

#### Response

- Measure the level of engagement and satisfaction of all employees
- Determine our employees' understanding of, and belief in, our organisation's vision, purpose and values
- Identify our areas of strength and good practice, as well as potential challenges and opportunities for improvement
- Understand and rank the drivers of engagement, satisfaction and team effectiveness for our employees in order to support our understanding and inform our work to develop our culture and investment in our workforce
- Understand the learning, development and career progression expectations of our employees
- Establish benchmarks to track progress in the future.

### 2.6 What barriers are there to achieving these outcomes?

#### Response

- **Timescales**- Timescales may be a barrier as the survey responses are required within two weeks of the release date. Some employees experience limited capacity in their role which could impact their ability to complete the survey in a given timescale. Consideration should also be taken for colleagues absent from work (annual leave, short/long term absence (sickness , maternity/ parental leave etc) and external secondments.
- **Technical Issues** - Employees may experience technical issues when completing the survey. A paper survey is available however clear guidance must be developed on how employees request this, BMG access to employees home address and timescales for paper copies - as it may not be possible to send paper copies out to staff and receive responses in the given timeframe.
- **Staffs Organisational Views** - Staff may be unwilling to engage in a survey based on actual/perceived experiences.
- **Background Information** - Employees may not have the appropriate information regarding the survey prior to its release. Employees should be able to understand the employee survey purpose and use of data prior to completing the employee survey.
- **Response Rate** - Low response rate will not provide an accurate representation of the whole organisation.

### 2.7 When is the change due to be implemented?

#### Response

📅 03/07/2022

### 2.8 What other Care Inspectorate policies or projects may be linked to or affected by changes to this

## policy?

### Response

Strategic Workforce Plan

Equality Outcomes

Corporate Plan

### Justification

None

## 3 Potential Impacts - Age

### 3.1 Do you think the policy impacts on people of different ages differently?

#### Response

Yes

#### Justification

None

### 3.2 What kind of impact is there in terms of eliminating unlawful discrimination, harassment and victimisation of people based on their age?

Please include a justification for your answer

#### Response

Positive

#### Justification

Our age profile is older, employees aged 45- 64 account for 72% of the workforce.

People of any age are able to answer the survey - there are no questions that would be significantly easier for younger or older people to answer. Questions will be clear, and all questions are reviewed by the working group before launch. No opportunity for age discrimination in any questions has been identified to date, and if any is identified, the question would be amended.

The survey includes a question that asks about employees' experience of discrimination or harassment, and asks what this was on the basis of. Age is an option. This means the survey provides employees with an opportunity to highlight age-based discrimination, which in turn provides an opportunity for improvement, and to eliminate this discrimination.

### 3.3 What kind of impact is there in terms of advancing equality of opportunity between people of different ages?

Please include a justification for your answer

#### Response

Positive

#### Justification

There is evidence (see section 15.3) that younger people are on average more digitally literate, so the survey being online is more likely to be a barrier to older people than to younger people. We have addressed this by making the survey available in different formats on request (telephone, paper).

### 3.4 What kind of impact is there in terms of fostering good relations among and between different age groups?

Please justify your answer

#### Response

Positive

#### Justification

The survey provides an opportunity for the organisation to identify any positive or negative trends, and any cases of discrimination, based on age. This helps to fulfil one of the survey's aims, which is to identify potential challenges and opportunities for improvement, including future training needs.

### 3.5 If you answered 'negative' to any of the questions above, please outline how you will mitigate this.

#### Response

N/a

## 4 Potential impacts - Disability

### 4.1 Do you think it affects disabled people differently to non-disabled people?

*Disability: a physical or mental impairment that has a substantial and long-term negative effect on your ability to do normal daily activities.*

#### Response

Yes

#### Justification

None

### 4.2 What kind of impact is there in terms of eliminating unlawful discrimination, harassment & victimisation of disabled people?

*Please justify your answer*

#### Response

Positive

#### Justification

The survey is available in different formats, which avoids potential indirect discrimination of people with different access needs.

Gathering the views of employees with a disability allows us to identify any experiences of discrimination, harassment or victimisation, which in turn provides the opportunity to eliminate this. Note that protected characteristics are only reported on if ten or more respondents reported sharing a protected characteristic - this is to maintain confidentiality and therefore cannot be mitigated.

### 4.3 What kind of impact is there in terms of advancing equality of opportunity between people with and without a disability?

*Please justify your answer*

#### Response

Positive

#### Justification

BMG use Conformat, an accessibility software for all online surveys. Survey questions and colours are reviewed to ensure they are compliant with either AA or AAA levels of Web Content Accessibility Guidelines.

The survey is available in different formats (telephone, paper, online), which addresses potential barriers faced by people with different needs because of a disability.

Gathering the views of employees with a disability allows us to identify any barriers experienced, which in turn provides the opportunity to overcome this. Note that protected characteristics are only reported on if ten or more respondents reported sharing a protected characteristic - this is to maintain confidentiality and therefore cannot be mitigated.

### 4.4 What kind of impact is there in terms of fostering good relations among & between disabled and non-disabled people?

*Please justify your answer*

#### Response

Not Sure

#### Justification

The survey provides an opportunity for the organisation to identify any positive or negative trends, and any cases of discrimination, based on disability. This helps to fulfil one of the survey's aims, which is to identify potential challenges and opportunities for improvement, including future training needs.

However, this may not be possible if less than ten respondents disclose that they have a disability.

### 4.5 If you answered 'negative' to any of the questions above, please outline how you will mitigate this.

#### Response

N/a

## 5 Potential impacts - Sex

### 5.1 Do you think it affects people of different sexes in different ways?

**Response**

Yes

**Justification**

None

### 5.2 What kind of impact is there in terms of eliminating unlawful discrimination, harassment & victimisation of people based on their sex?

**Response**

None

**Justification**

It is difficult to identify the impact, as the sex of survey participants is not known.

Gathering the views of employees with a sex allows us to identify any experiences of discrimination, harassment or victimisation, which in turn provides the opportunity to eliminate this. Note that protected characteristics are only reported on if ten or more respondents reported sharing a protected characteristic - this is to maintain confidentiality and therefore cannot be mitigated.

### 5.3 What kind of impact is there in terms of advancing equality of opportunity between people of different sexes?

**Response**

Not  
 Sure

**Justification**

Evidence (section 15) shows our workforce is predominately female. However, we also have a higher number of part time female colleagues compared to male colleagues. To support equal opportunities the survey should eliminate barriers as staff can submit their responses at any time (24/7) during the weeks the survey is live.

### 5.4 What kind of impact is there in terms of fostering good relations among & between people of different sexes?

**Response**

Not  
 Sure

**Justification**

The survey provides an opportunity for the organisation to identify any positive or negative trends, and any cases of discrimination, based on gender. This helps to fulfil one of the survey's aims, which is to identify potential challenges and opportunities for improvement, including future training needs. However, this may not be possible if less than ten respondents disclose that their sex.

### 5.5 If you answered 'negative' to any of the questions above, please give details on how you will mitigate this.

**Response**

N/a

## 6 Potential impacts - Pregnancy and maternity

### 6.1 Do you think it impacts on people who are pregnant or have given birth in the past 26 weeks differently to others?

**Response**

Yes

**Justification**

None

6.2 **What kind of impact is there in terms of eliminating unlawful discrimination, harassment & victimisation of people who are pregnant or gave birth in the past 26 weeks?**

**Response**

Positive

**Justification**

The survey includes a question that asks about employees' experience of discrimination or harassment, and asks what this was on the basis of. Pregnancy/maternity is an option. This means the survey provides employees with an opportunity to highlight discrimination based on pregnancy or maternity, which in turn provides an opportunity for improvement, and to eliminate this discrimination.

6.3 **What kind of impact is there in terms of advancing equality of opportunity between people who are pregnant or have given birth in the past 26 weeks, and those who are/have not?**

**Response**

Positive

**Justification**

Employees on maternity leave may not have their work laptops readily available which will impact their ability to complete the survey. Employees who are on maternity leave can also be contacted by post (if required) to inform them of the survey and the letter will include link to survey which can be accessed from any device. The paper survey will be set up so that it can be scanned straight into BMG system. BMG would request that all paper surveys are with them by the end of the survey period but typically leave 2-3 days after the survey closes in case they receive any further copies. This means anyone who is pregnant or has recently given birth has the same opportunity to participate.

6.4 **What kind of impact is there in terms of fostering good relations between people who are pregnant or have given birth in the past 26 weeks, and those who are/have not?**

**Response**

None

**Justification**

The survey does not collect information about the pregnancy/maternity situation of respondents. While there is opportunity to highlight discrimination experienced based on pregnancy/maternity, there is not an opportunity to expand on this in the survey - this is because of the anonymous nature of the survey.

6.5 **If you answered 'negative' to any of the above questions, please outline how you will mitigate this.**

**Response**

N/a

## 7 Potential impacts - Gender reassignment

7.1 **Do you think it impacts transgender people/ people with a trans history differently to people whose gender identity and expression matches their biological sex?**

*A decision to undertake gender reassignment is made when an individual feels that their gender at birth does not match their gender identity. This is called 'gender dysphoria' and is a recognised medical condition.*

*Gender reassignment refers to individuals, who either:*

- Have undergone, intend to undergo or are currently undergoing gender reassignment (medical and surgical treatment to alter the body).*
- Do not intend to undergo medical treatment but wish to live permanently in a different gender from their gender at birth.*

**Response**

Not Answered

**Justification**

None

7.2 **What kind of impact is there in terms of eliminating unlawful discrimination, harassment & victimisation of transgender people?**

**Response**

Not  
Sure

### **Justification**

The employee survey asks the trans history of respondents (with a 'prefer not to say' option). There is also a question to highlight any experience of discrimination on the grounds of gender reassignment.

While gathering the views of people with a trans history through the employee survey would be helpful in taking action to avoid any discrimination, existing evidence (see section 15) suggests there will not be enough responses from people that disclose a trans history to be able to report on this and analyse the responses.

## 7.3 **What kind of impact is there in terms of advancing equality of opportunity between transgender/ people with a trans history and people whose gender identity and expression matches the biological sex?**

### **Response**

Not  
Sure

### **Justification**

See above

## 7.4 **What kind of impact is there in terms of fostering good relations between transgender/ people with a trans history and people whose gender identity and expression matches the biological sex?**

*Please justify your answer*

### **Response**

Not  
Sure

### **Justification**

The survey provides an opportunity for the organisation to identify any positive or negative trends, and any cases of discrimination, based on gender reassignment. This helps to fulfil one of the survey's aims, which is to identify potential challenges and opportunities for improvement, including future training needs.

However, this may not be possible if fewer than ten respondents disclose a trans history.

## 7.5 **If you answered 'negative' to any of the above questions, please outline how you will mitigate this.**

### **Response**

N/a

## **8 Potential impacts - Sexual orientation**

### 8.1 **Do you think it impacts people of different sexual orientations differently?**

#### **Response**

Not Answered

#### **Justification**

None

### 8.2 **What kind of impact is there in terms of eliminating unlawful discrimination, harassment & victimisation of people of different sexual orientations?**

#### **Response**

Not  
Sure

#### **Justification**

The employee survey asks the sexual orientation of respondents (with a 'prefer not to say' option). There is also a question to highlight any experience of discrimination on the grounds of sexual orientation.

While gathering the views of people of different sexual orientations through the employee survey would be helpful in taking action to avoid any discrimination, existing evidence (see section 15) suggests there will not be enough responses from people that disclose a trans history to be able to report on this and analyse the responses.

8.3 **What kind of impact is there in terms of advancing equality of opportunity between people of different sexual orientations?**

**Response**

Not  
Sure

**Justification**

See above

8.4 **What kind of impact is there in terms of fostering good relations between people of different sexual orientations?**

*Please justify your answer*

**Response**

Positive

**Justification**

The survey provides an opportunity for the organisation to identify any positive or negative trends, and any cases of discrimination, based on sexual orientation. This helps to fulfil one of the survey's aims, which is to identify potential challenges and opportunities for improvement, including future training needs.

8.5 **If you answered 'negative' to any of the above questions, please outline how you will mitigate this.**

**Response**

N/a

## 9 Potential impacts - Race

9.1 **Do you think it impacts people of different races differently?**

*Race applies to national or ethnic origin, nationality, colour, Gypsy, Roma and Traveller community membership.*

**Response**

Yes

**Justification**

None

9.2 **What kind of impact is there in terms of eliminating unlawful discrimination, harassment & victimisation of people of different races?**

**Response**

Positive

**Justification**

The survey could potentially be more difficult or more time consuming to complete for employees whose first language is not English, which could constitute indirect discrimination.

This is mitigated by the opportunity to contact BMG online (through a dedicated project mailbox) or by phone for any queries relating to the survey. The questions are reviewed by a working group to ensure they are clear and unambiguous. Also, BMG offer interpretation support where possible for a variety of languages.

9.3 **What kind of impact is there in terms of advancing equality of opportunity between people of different races?**

**Response**

Positive

**Justification**

The survey could potentially be more difficult or more time consuming to complete for employees whose first language is not English, which could constitute a barrier.

This is mitigated by the opportunity to contact BMG online (through a dedicated project mailbox) or by phone for any queries relating to the survey. The questions are reviewed by a working group to ensure they are clear and unambiguous. Also, BMG offer interpretation support where possible for a variety of languages. This constitutes positive action to allow participation across the organisation of employees whose first language is not English.

9.4 **What kind of impact is there in terms of fostering good relations between people of different races?**

*Please justify your answer*

**Response**

Positive

**Justification**

The survey provides an opportunity for the organisation to identify any positive or negative trends, and any cases of discrimination, based on race. This helps to fulfil one of the survey's aims, which is to identify potential challenges and opportunities for improvement, including future training needs.

9.5 **If you answered 'negative' to any of the above questions, please outline how you will mitigate this.**

**Response**

N/a

## **10 Potential impacts - Religion or belief**

10.1 **Do you think it impacts on people of different religions or beliefs differently?**

*This includes people with no religion or belief, and environmentalism.*

**Response**

No

**Justification**

None

10.2 **What kind of impact is there in terms of eliminating unlawful discrimination, harassment & victimisation of people of different religions or beliefs?**

**Response**

None

**Justification**

No barriers to completing the employee survey have been identified relating to religion or belief.

10.3 **What kind of impact is there in terms of advancing equality of opportunity between people of different religions or beliefs?**

**Response**

None

**Justification**

No barriers to completing the employee survey have been identified relating to religion or belief.

10.4 **What kind of impact is there in terms of fostering good relations between people with different religions and beliefs?**

*Please justify your answer*

**Response**

None

**Justification**

No barriers to completing the employee survey have been identified relating to religion or belief.

10.5 **If you answered 'negative' to any of the above questions, please outline how you will mitigate this.**

**Response**

N/a

## 11 Potential impacts - Marriage or civil partnership

- 11.1 **Do you think it impacts employees who are married or in a civil partnership differently to those who are not?**

*This refers specifically to Care Inspectorate employees, not service users who are married or in a civil partnership.*

**Response**

Yes

**Justification**

None

- 11.2 **What kind of impact is there in terms of eliminating unlawful discrimination, harassment & victimisation of employees based on their marriage/civil partnership status?**

**Response**

Positive

**Justification**

The employee survey asks if respondents are married or in a civil partnership (with a 'prefer not to say' option). There is also a question to highlight any experience of discrimination on the grounds of marital status.

While gathering the views of people of different marriage/civil partnership status through the employee survey would be helpful in taking action to avoid any discrimination, existing evidence (see section 15) suggests there will not be enough responses from people that disclose marriage/civil partnership status to be able to report on this and analyse the responses.

- 11.3 **What kind of impact is there in terms of advancing equality of opportunity between employees who are and are not married or in a civil partnership.**

**Response**

None

**Justification**

No barriers to completing the employee survey have been identified in relation to marriage/civil partnership status.

- 11.4 **What kind of impact is there in terms of fostering good relations between people who are and are not married or in civil partnerships?**

*Please justify your answer*

**Response**

None

**Justification**

The survey provides an opportunity for the organisation to identify any positive or negative trends, and any cases of discrimination, based on marriage/civil partnership (providing 10+ response rates). This helps to fulfil one of the survey's aims, which is to identify potential challenges and opportunities for improvement, including future training needs.

- 11.5 **If you answered 'negative' to any of the above questions, please outline how you will mitigate this.**

**Response**

N/a

## 12 Potential impacts - Children and young people for whom we have corporate parenting responsibilities

- 12.1 **Do you think it impacts children and young who we have a corporate parenting responsibility for differently to others?**

*We have corporate parenting responsibility for every child who is looked after by a local authority, and every young person under the age of 26 who was looked after on their 16th birthday.*

**Response**

No

**Justification**

None

- 12.2 **What kind of impact is there in terms of eliminating unlawful discrimination, harassment & victimisation of children and young people we have a corporate parenting responsibility for?**

**Response**

None

**Justification**

While it is possible that some respondents may fall under our corporate parenting responsibility, this information is not gathered in the survey, and so we could not report on this.

- 12.3 **What kind of impact is there in terms of advancing equality of opportunity between children and young people we do and do not have a corporate parenting responsibility for?**

**Response**

None

**Justification**

See above.

- 12.4 **What kind of impact is there in terms of fostering good relations between children and young people we do and do not have a corporate parenting responsibility for?**

*Please justify your answer*

**Response**

None

**Justification**

See above

- 12.5 **If you answered 'negative' to any of the above questions, please outline how you will mitigate this.**

**Response**

N/a

## **13 Potential impacts - Care Inspectorate employees who have caring responsibilities**

- 13.1 **Do you think it impacts Care Inspectorate employees who have caring responsibilities differently to those who do not?**

**Response**

Yes

**Justification**

None

- 13.2 **What kind of impact is there in terms of eliminating unlawful discrimination, harassment & victimisation of employees who have caring responsibilities?**

**Response**

Not  
 Sure

**Justification**

Positive and negative.

The survey will be open 24/7 during the time it is live, and each respondent will be sent a unique link, which will automatically remember the last question they completed. This allows the survey to be completed in more than one sitting if required. This will allow individuals who are working flexibly to balance caring responsibilities an opportunity to complete the survey at a time convenient for them. This means we are more likely to be able to gather the views of employees with caring responsibilities, and therefore can learn from their experiences to eliminate potential discrimination, harassment or victimisation.

The previous version of the survey (2019) asked 'Do you look after or give help or support to any family members,

friends, neighbours or others who have a long- term physical or mental illness or disability, or problems related to old age?' (section 19, question 47). This has the potential to exclude the views of people who give short-term help or support. As part of this review, this question will be re-worded to: 'Do you provide unpaid care by looking after an ill, frail or disabled family member, friend or partner?'

### 13.3 What kind of impact is there in terms of advancing equality of opportunity between employees who do and do not have caring responsibilities?

#### Response

Positive

#### Justification

The survey will be open 24/7 during the time it is live, and each respondent will be sent a unique link, which will automatically remember the last question they completed. This allows the survey to be completed in more than one sitting if required. This will allow individuals who have caring responsibilities an opportunity to complete the survey at a time convenient for them. This means people with caring responsibilities are more likely to be able to respond and therefore we have removed a potential barrier.

### 13.4 What kind of impact is there in terms of fostering good relations between employees who do and do not have caring responsibilities?

Please justify your answer

#### Response

Not  
Sure

#### Justification

Removing potential barriers (see 13.3) and potential indirect discrimination (see 13.2) means it is more likely that employees with caring responsibilities will be able to complete the survey.

Because the survey allows respondents to disclose their caring responsibility and highlight any cases of discrimination based on such, this allows us to identify any positive or negative trends, and any cases of discrimination, based on whether an employee has caring responsibilities. This helps to fulfil one of the survey's aims, which is to identify potential challenges and opportunities for improvement, including future training needs.

Again, it is possible that fewer than ten respondents will disclose a caring responsibility, and in this case we would not be able to report on this.

### 13.5 If you answered 'negative' to any of the above questions, please outline how you will mitigate this.

#### Response

N/a

## 14 Child Rights and Wellbeing Impact Assessment

### 14.1 Which UNCRC Articles are relevant?

List all relevant Articles of the UNCRC and Optional Protocols All UNCRC rights are underpinned by the four general principles: non-discrimination; the best interests of the child; the right to life, survival and development; and the child's right to have their views given due weight.

#### Response

N/a

### 14.2 What impact will the policy/measure will have on children's rights?

#### Response

None

#### Justification

N/a

### 14.3 Will there be different impacts on different groups of children and young people?

Which groups of children will be affected by the policy/measure? Are there competing interests between different groups of children and young people, or between children and young people and other groups?

#### Response

N/a

14.4 **How will the policy/measure contribute to the wellbeing of children and young people in Scotland?**

Outline how the implementation of the policy/measure will support public bodies in Scotland to meet their duties to safeguard, support and promote the wellbeing of children in their area, with wellbeing defined by eight wellbeing indicators. The indicators are: Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, and Included.

**Response**

N/a

14.5 **How will the policy/measure give better or further effect to the implementation of the UNCRC in Scotland?**

This will inform Scottish Ministers' duty to report to Parliament on children's rights under the Children and Young People (Scotland) Act 2014

**Response**

N/a

14.6 **Have you involved children and young people in the development of the policy/measure?**

Is there enough information on the views of the children and young people who will be affected by the policy/measure that enables you to make an informed assessment of impact?

**Response**

N/a

**15 Considering the available evidence**

15.1 **Considering the available evidence**

The information you gather in this section will:

- help you to understand the importance of your policy for different equality groups
- provide justification and an audit trail behind your decisions

The evidence base may include demographic information, academic research, service monitoring/inspection reports, service evaluation reports, user surveys, etc.

In particular, look at what existing evidence tells you about the relevant equality characteristics views and experiences of the relevant service(s), and/or what it tells you about their views of the policy proposal. Identify any gaps in the evidence base and set out how you will address these.

15.2 **Which equality characteristics have you gathered relevant evidence for?**

**Response**

People we have corporate parenting responsibility for    Sexual orientation    Pregnancy or maternity

Disability    Sex    Religion or belief

Age    Gender reassignment    Marriage or civil partnership

Race    Care Inspectorate employees who have caring responsibilities

**Justification**

None

15.3 **Please include quantitative and qualitative evidence relating to age**

Name the source(s) used, and either provide a link (if external) or attach below (if internal).

**Response**

Employees aged 55-64 equate to the highest proportion of the workforce (37.86%). The lowest workforce age group is those under 25 (0.85%)

Under 25 (Generation Z): 0.85%

25-34 (Generation Z and Y): 6.45%  
35-44 (Generation Y and X): 15.96%  
45-54 (Generation X): 34.30%  
55-64 (Generation X and Baby Boomers): 37.86%  
65+ (Baby Boomers and Veterans): 4.58%

Technology is perceived to be so significant within the lives of Generation Y and Z that researchers have labelled new generations on the basis of their familiarity with digital devices (CIPD, 2015).

The Care Inspectorate employ a wide range of colleagues, but the main age range is between 45 - 64 (Gen X / Baby Boomers).

According to CIPD (2015), Gen Y/Z are more technically literate therefore, the survey will be on average easier to complete for 23.25% of the workforce as the survey will be launched online. However, support for technical issues/paper preference is available for colleagues. All Care Inspectorate workforce regularly use technical devices (e.g. surface pro/laptops) and support from the IT team/IT training sessions are regularly available.

Sources: [Equalities Mainstreaming Report April 2019-March 2021](#), [CIPD 2015 - Developing the next generation](#)

15.4 **Please include quantitative and qualitative evidence relating to disability**

Name the source(s) used, and either provide a link (if external) or attach below (if internal).

**Response**

14.60% of our employees identified as disabled.

Fairer Scotland For Disabled People objective 5 relates to Active Participation & states "Communication to be accessible to, and inclusive of, all" which can be achieved through the Care Inspectorate staff survey.

The evidence from Fairer Scotland for Disabled People suggests having a disability can increase barriers (relating to access, language, and attitudes). The survey should be designed using the appropriate language to support disabilities such as dyslexia.

[Equalities Mainstreaming Report April 2019-March 2021](#)  
[A Fairer Scotland for Disabled People: Delivery Plan \(2016\)](#)

15.5 **Please include quantitative and qualitative evidence relating to race**

Name the source(s) used, and either provide a link (if external) or attach below (if internal).

**Response**

In Care Inspectorate 81.15% of our workforce are 'White', 15% are 'Unknown', 2.55% 'prefer not to say', 0.51% 'Asian, Asian Scottish or Asian British', <1% 'African, African Scottish or African British' and <1% said 'other ethnic group'.

[Equalities Mainstreaming Report April 2019-March 2021](#)

15.6 **Please include quantitative and qualitative evidence relating to sex**

Name the source(s) used, and either provide a link (if external) or attach below (if internal).

**Response**

Overall - 79% of our workforce are women and 21% are men.  
88.11% of colleagues who work part time are female and 11.89% are male. The survey should eliminate barriers for part time workers as staff can submit their responses at any time (24/7) during the weeks the survey is live.

[Equalities Mainstreaming Report April 2019-March 2021](#)

15.7 **Please include quantitative and qualitative evidence relating to gender reassignment**

Name the source(s) used, and either provide a link (if external) or attach below (if internal).

**Response**

No employees within Care Inspectorate reported having the protected characteristic of gender reassignment. With CI no colleagues have reported having this characteristic, however staff may have chosen not to disclose. No evidence to support the impact of the employee survey.

[Equalities Mainstreaming Report April 2019-March 2021](#)

15.8 **Please include quantitative and qualitative evidence relating to sexual orientation**

Name the source(s) used, and either provide a link (if external) or attach below (if internal).

**Response**

3% self-identified as 'lesbian, gay, bisexual or other' according to Equalities Mainstreaming Report.

[Equalities Mainstreaming Report April 2019-March 2021](#)

15.9 **Please include quantitative and qualitative evidence relating to religion or belief**

Name the source(s) used, and either provide a link (if external) or attach below (if internal).

**Response**

36.67% of the workforce stated they had no religion/belief. The highest recorded religion/belief was Church of Scotland at 15.28%. This EqIA did not identify any impact based on , religion or belief, so no further evidence will be sought.

[Equalities Mainstreaming Report April 2019-March 2021](#)

15.10 **Please include quantitative and qualitative evidence relating to pregnancy and maternity**

Name the source(s) used, and either provide a link (if external) or attach below (if internal).

**Response**

Employees can agree with employers to have up to 10 keeping in touch (KIT) days during maternity leave (Acas). This is also supported within the Care Inspectorates Maternity Policy.

Staff on maternity may be able to use one of their 'Keeping in Touch' days to complete the survey.

[Maternity Policy](#)

[Acas - Your maternity leave, pay and other rights](#)

15.11 **Please include quantitative and qualitative evidence relating to marriage or civil partnership**

Name the source(s) used, and either provide a link (if external) or attach below (if internal).

**Response**

79.29% of our workforce's marital status is "unknown". This EqIA did not identify any impact based on marital/civil partnership status, so no further evidence will be sought.

[Equalities Mainstreaming Report April 2019-March 2021](#)

15.12 **Please include quantitative and qualitative evidence relating to people we have a corporate parenting responsibility for**

Name the source(s) used, and either provide a link (if external) or attach below (if internal).

**Response**

Care Inspectorate do not have data on colleagues who are care experienced.

15.14 **Please include quantitative and qualitative evidence relating to employees with caring responsibilities**

Name the source(s) used, and either provide a link (if external) or attach below (if internal).

**Response**

In 2020-2021, Care Inspectorate recruited 8 colleagues who have caring responsibilities and 76.74% of our workforce are aged 45 and over. The Office for National Statistics (2019) published that individuals in their 50s/60s are more likely to provide informal care. Unpaid informal care provided by friends and family is essential to our society and the economy.

Care Inspectorate should consider the support for people with caring responsibilities. Action taken already ensures the survey is accessible 24/7 during the response period. The unique survey link will automatically remember the last page that a respondent got up to, therefore allowing the survey to be completed across multiple sittings if required.

Sources: [Equalities Mainstreaming Report April 2019-March 2021](#) , [ONS: Living longer: caring in later working life](#)

15.15 **What does the evidence tell you about the experiences of people of different ages in relation to the policy?**

**Response**

See 15.3

15.16 **What does the evidence tell you about the experiences of disabled people in relation to the policy?**

**Response**

See 15.4

15.17 **What does the evidence tell you about the experiences of people of different races in relation to the policy?**

**Response**

See 15.5

15.18 **What does the evidence tell you about the experiences of people of different sexes in relation to the policy?**

**Response**

See 15.6

15.19 **What does the evidence tell you about the experiences of transgender people in relation to the policy?**

**Response**

n/a - no evidence

15.20 **What does the evidence tell you about the experiences of people of different sexual orientations in relation to the policy?**

**Response**

See 15.8

15.21 **What does the evidence tell you about the experiences of people of different religions or beliefs in relation to the policy?**

**Response**

See 15.9

15.22 **What does the evidence tell you about the experiences of people who are pregnant or have given birth in the past 26 weeks in relation to the policy?**

**Response**

See 15.10

15.23 **What does the evidence tell you about the experiences of people of different marriage and civil partnership statuses in relation to the policy?**

**Response**

n/a - no evidence

15.24 **What does the evidence tell you about the experiences of people we have a corporate parenting responsibility for in relation to the policy?**

**Response**

See 15.12

15.26 **What does the evidence tell you about the experiences of employees with caring responsibilities in relation to the policy?**

**Response**

See 15.13

## 16 Stakeholder engagement & consultation

### 16.1 Have you engaged and consulted with relevant groups?

#### Response

No

#### Justification

None

### 16.3 Please state why no engagement/consultation took place

#### Response

The EqIA and the evidence collected does not point to any potential issues in terms of barriers or indirect discrimination that cannot be mitigated. The survey is purely internal, so consultation with external groups/organisations might not be relevant. The employee survey working group includes staff from a variety of roles within the organisation, including Union reps, and this group will have the opportunity to review the EqIA.

## 17 Assessment outcome

### 17.1 Please read each of the following four statements:

1) No major change required. Your assessment demonstrates that the policy is robust. The evidence shows no potential for unlawful discrimination and that you have taken all opportunities to advance equality of opportunity and foster good relations, subject to continuing monitoring and review.

2) The policy must be adjusted to reduce impact on protected characteristic groups. You need to take proportionate steps to remove any barriers, to better advance equality of to foster good relations. You have set actions to address this and have clear ways of monitoring the impact of the policy when implemented.

3) Continue with the policy but it is not possible to remove all the risk to protected characteristic groups. The policy will continue despite the potential for adverse impact. You have justified this with this assessment and shown how this decision is compatible with our obligations under the public sector equality duty. When you believe any discrimination can be objectively justified you must record in this assessment what this is and how the decision was reached.

4) Stop the policy as this is potentially in breach of equality legislation. The policy will not be implemented due to adverse effects that are not justified and cannot be mitigated.

### 17.2 Which of the four statements best matches your assessment?

#### Response

Not Answered

#### Justification

None

### 17.3 Option 2

If you select this option you must submit an action plan to make arrangements to monitor any potential adverse impacts.

## 18 Action planning

### 18.1 How will you monitor the implementation of the policy, process or initiative?

#### Response

The survey will be designed by BMG and Care Inspectorate. Care Inspectorate provide a list of colleagues' details to BMG who will then convert these into unique ID numbers. The completion rate can be monitored by the response rate. Agreed timelines and frequent meetings between Care Inspectorate and BMG will support the implementation of the policy.

### 18.2 How will you use the results of the monitoring to develop the policy, process or initiative?

#### Response

The results of the monitoring will be used to develop the policy by providing designers with discussion points on the accessibility and language.

18.3 **When and how will you review the policy, process or initiative? (Please also give details of who is responsible)**

**Response**

The survey will be launched in 2022 and be open for responses for a short period of time. The employee survey group, with the support of OWD Advisor and Assistant will be responsible for reviewing the policy at this time. As previous employee surveys have taken place, it is anticipated the next full review will take place around 2025 - however timings would need to be agreed and communicated by SLT/OLT.

18.4 **Please give details of how you will monitor any adverse impact over time, and how you will consider the monitoring information gathered in relation to equality. This ensures that you understand the actual impact of the policy, process or initiative once implemented.**

**Response**

The EQIA document will continuously be reviewed during the design stage of the survey and any action points will be identified. In addition to this, should BMG/Care Inspectorate receive any comments during the release of the survey, the comments will be reviewed against the EQIA and any immediate action noted.

## 19 Sign off and approval

19.1 **Approved by (senior manager or Executive Director)**

*Please state full name and job title*

**Response**

Kirstine Rankin, Head of Organisational Workforce Development

19.2 **Date Approved**

**Response**

 03/04/2022

19.3 **Review Date**

**Response**

Not Answered

19.4 **Person responsible for reviewing?**

**Response**

Rachael Lorimer/Abby McKay

## 20 Conclusion

20.1 **The full Equality Impact Assessment Form is now complete.**

*Thank you for your time in helping the Care Inspectorate and your Information Asset Owner understand equality impact associated with your activity.*

20.2 **Do you wish to discuss any aspect of this form with the Equalities Team?**

**Response**

No

**Justification**

None

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## Assessment Notes